



## Town of Lauderdale-By-The-Sea Application for Use of Jarvis Hall

Return completed application thirty (30) days before the event with \$100.00 Refundable Security Deposit to: Office of the Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308. Phone: 954-776-0576 . This application is downloadable on the web at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov).

### Applicant Information

<b>Name/Organization</b>	<b>Provide copy of State Registration</b>
<b>Representative</b>	
<b>Street Address</b>	
<b>City State ZIP Code</b>	
<b>Home Phone</b>	
<b>Work Phone</b>	
<b>Fax Number</b>	
<b>Cell Phone</b>	

### Event Description

<b>Type of Event</b>	
<b>Date of Event</b>	<b>Please indicate if Event is more than one (1) Day</b>
<b>Hours of Event</b>	
<b>Set Up Requirements</b>	Description of Use of the Facility. Include use of Hall, Portico, Kitchen, Electronic Equipment, Tables, Chairs, etc. Separately attach a Floor Plan to indicate set up Requirements. Number of Persons attending Event: _____ (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)

## **Town Commission Approval Required for the Following Items**

Serving/Selling of alcoholic beverages. (Proof of Insurance Required).

Waiving of User Fees. (Reference Attached Town Resolution 1254).

Collection of Donations/Entrance Fees.

Televising and/or Recording of the Event. (Reference Attached Ordinance).

Agendas/Publications/Advertising to be distributed before, during, and after the Event.

Sponsorship/Co-Sponsorship by the Town. Include a statement of Benefit to the Town from the proposed event, a projection of revenues from the event, if any, and distribution of those revenues.

## **Names/Addresses of All Financial Sponsors of the Event**

1)

2)

3)

## **Names/Addresses of All Charitable and/or Not-For-Profit Organization Receiving Any Portion of Proceeds from the Event**

1)

2)

3)

**All organizations using Jarvis Hall shall provide the Town with an Indemnity and Hold Harmless Agreement.**

**All applicants conducting events/meetings where alcoholic beverages will be sold or served shall provide the Town with Insurance Certificates or Binders establishing proof of coverage for general liability insurance with a minimum coverage of one million dollars (\$1,000,000) per occurrence.**

**All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the town's governmental access channel if the event is determined by the Town Commission to be of great public importance.**

**All parking shall be the responsibility of the applicant unless other arrangements are approved by the Town Commission prior to the event/meeting. The applicant shall be responsible to ensure that all required permits are obtained prior to the event/meeting.**

**Applicant shall be responsible for clean-up of the premises following the conclusion of the event. Security Deposit shall be applied against any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.**

## Summary Checklist of Required Items

- Refundable Security Deposit
- Copy of State Registration Attached, as Required.
- Detailed Description of Event Attached.
- Floor Plan Detailing Room Set-Up Attached.
- Copy of License issued from Florida Division of Alcoholic Beverages & Tobacco if Alcoholic Beverages are to be served/sold.
- Insurance Certificates or Binders establishing minimum coverage of \$1,000,000 per occurrence and proof of coverage of general liability insurance with Town of Lauderdale-By-The-Sea as additional insured if alcoholic beverages are to be served/sold.
- Statement of Benefit if applicant is seeking sponsorship/co-sponsorship from Town.
- Notarized Indemnity and Hold Harmless Agreement

**Application is considered Incomplete if all Required Items are not Submitted with Application.**

Applicant Signature	
Name (printed)	
Date	

STATE OF FLORIDA:  
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by

\_\_\_\_\_ who is personally known to me/provided

\_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida

My Commission Expires:

Approved by Town Commission 12 September 2008

Attachments: Indemnity & Hold Harmless Agreement  
Resolution 1254  
Ordinance, Jarvis Hall

**RESOLUTION NO.: 2008-18**

1 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF  
2 LAUDERDALE-BY-THE-SEA, FLORIDA, REPEALING RESOLUTION NO.  
3 1254, WHICH PROVIDED FOR RENTAL FEES TO BE CHARGED FOR THE  
4 USE OF JARVIS HALL. AND IMPOSING, INSTEAD, THE REQUIREMENT  
5 THAT ALL USERS OF JARVIS HALL MAKE A \$100 REFUNDABLE  
6 SECURITY DEPOSIT, TO BE APPLIED AGAINST ANY COSTS INCURRED  
7 IN CLEANING AND/OR REPAIRING JARVIS HALL AFTER ITS USE.

8  
9 **WHEREAS**, Sec. 17-103 of the Code of Ordinances establishes the "Standards for use" of  
10 Jarvis Hall; and

11  
12 **WHEREAS**, pursuant to Sec. 17-103(b) of the Code of Ordinances, fees for the use of Jarvis  
13 Hall are adopted by Town resolution; and

14  
15 **WHEREAS**, pursuant to the above authority, the Town adopted Resolution No. 1254, which  
16 established certain rental fees for the use of Jarvis Hall; and

17  
18 **WHEREAS**, the Town Commission has determined that, for those events approved by the  
19 Town Commission, no fee should be charged but that, instead, a refundable security deposit should  
20 be required from all users and be applied against any costs incurred by the Town in cleaning and/or  
21 repairing Jarvis Hall after it is used.

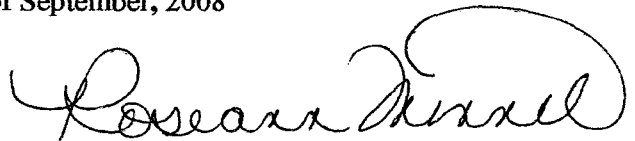
22  
23 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE**  
24 **TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

25  
26 **SECTION 1.** That Resolution No. 1254, which provided for rental fees for the use of Jarvis  
27 Hall, is hereby repealed.

28  
29 **SECTION 2.** That, pursuant to Sec. 17-103 of the Code of Ordinances, all users of Jarvis  
30 Hall shall be required to make a \$100 refundable security deposit to the Town, to be applied against  
31 any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.

32  
33 **SECTION 3.** This Resolution shall become effective immediately upon its passage and  
34 adoption.

35  
**PASSED AND ADOPTED** this 12 of September, 2008



**MAYOR ROSEANN MINNET**

**ATTEST:**

  
June White, Town Clerk

**INDEMNITY AND HOLD HARMLESS CERTIFICATE**

\_\_\_\_\_ (“\_\_\_\_\_”) in return for the ability to use Jarvis Hall, and the payment of other good and valuable consideration, the receipt of which is hereby acknowledged, agrees to protect, defend, indemnify and hold the Town of Lauderdale-by-the-Sea (“Town”), its officials, employees and agents harmless from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses or liabilities of every kind in connection with or arising directly out of the \_\_\_\_\_’s use of the Town’s property. \_\_\_\_\_ further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, at its sole expense and agrees to bear all other costs and expenses and attorney’s fees relating thereto at both the trial and appellate levels.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Signed, sealed and delivered  
in the presence of:

Name:

\_\_\_\_\_

\_\_\_\_\_  
Print Name

STATE OF FLORIDA        )  
  )       ss:  
COUNTY OF BROWARD    )

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared \_\_\_\_\_, as

\_\_\_\_\_(Title) of \_\_\_\_\_, a Florida corporation,  
personally known to be the person described in, or who produced  
\_\_\_\_\_ as identification, and who executed the foregoing and  
acknowledged before me that (s)he executed the same.

WITNESS my hand and seal in the County and State aforesaid on this  
\_\_\_\_\_day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

## ARTICLE VII. JARVIS HALL\*

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**\*Editor's note:** Ord. No. 378, §§ 1--7, adopted July 9, 1996, pertained to the use of Jarvis Hall. Such provisions did not specify manner of codification; hence, inclusion as Art. VII, §§ 17-101--17-107, has been at the editor's discretion.

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Sec. 17-101. Use generally.

(a) The use of Jarvis Hall is limited to:

- (1) A resident of the Town;
  - (2) A business that holds a Town occupational license;
  - (3) A local civic organization; or
  - (4) A local, county, state, or federal government entity or agency.
- (b) Use of Jarvis Hall shall be in accord with the procedures and limitations provided in Chapter 17, Article VII of the Code of Ordinances.  
(Ord. No. 378, § 1, 7-9-96; Ord. No. 2008-10, § 1, 4-8-08)

Sec. 17-102. Definitions.

[For the purposes of this article:]

*Event* shall mean a meeting, concert, lecture, exhibit, board meeting, or other community or civic event. The use of Jarvis Hall by the Supervisor of Elections as a polling place for any special or general election shall not constitute an event under the terms of this article.

(Ord. No. 378, § 2, 7-9-96)

Sec. 17-103. Standards for use.

- (a) Local civic organizations which are based in the Town may use Jarvis Hall without charge.
- (b) All other organizations will be charged fees in accordance with the schedule of user fees adopted by Town resolution.
- (c) Service of alcoholic beverages shall be limited to beer and/or wine.
- (d) All organizations conducting events where alcoholic beverages will be sold or served shall provide the Town with insurance certificates or binders establishing proof of coverage for general liability insurance with a minimum coverage of \$1,000,000.00 per occurrence.
- (e) All organizations using Jarvis Hall shall provide the Town with an indemnity and hold harmless agreement, the form of which shall be approved by the Town Attorney.
- (f) All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the Town's governmental access channel if the event is determined by the Town Commission to be of great public importance.  
(Ord. No. 378, § 3, 7-9-96)

Sec. 17-104. Application.

All persons or organizations who desire to use Jarvis Hall for any event shall first submit an application to the Town. The application shall provide information regarding the following:

- (1) A detailed description of the event and the hours of operation.
  - (2) The names and addresses of all financial sponsors of the event.
  - (3) The names and addresses of all charitable or not-for-profit organizations which will receive any portion of proceeds from the event.
  - (4) Insurance Certificates or binders establishing proof of coverage of general liability insurance.
  - (5) An Indemnity and Hold harmless certificate in favor of the Town in a form approved by the Town Attorney.
- (Ord. No. 378, § 4, 7-9-96)

Sec. 17-105. Review of application.

- (a) The Town's administrative staff shall review all applications at time of submission. No application shall be accepted if it fails to provide any of the above required information.
  - (b) Following acceptance of an application, the Town's administrative staff shall investigate the veracity of the information disclosed on the application. If any information is determined to be inaccurate or incomplete, the application shall be returned to the applicant for correction.
  - (c) Following acceptance and review of the application, the Town administration shall submit the application, any supporting documentation thereto, together with any recommendation of the administration to the Town Commission for review and approval.
  - (d) Organizations which intend to have multiple or continuing events may submit one application.
- (Ord. No. 378, § 5, 7-9-96)

Sec. 17-106. Issuance of permit.

No permit shall be issued by the Town until the special event has been approved by majority vote of the Town Commission. The Commission may impose conditions on the permit necessary to protect the property and the health, safety and welfare of the participants in the event. No permit shall be issued until the conditions established by the Town Commission are reduced to writing and signed by the applicant.

(Ord. No. 378, § 6, 7-9-96)

Sec. 17-107. Town sponsored and co-sponsored events.

The Town Commission may agree to sponsor or co-sponsor a special event. If an applicant seeks sponsorship or co-sponsorship by the Town, it shall include in its application a statement of how the Town will benefit from the proposed event, shall project and net revenues from the event, and contain a statement of how the revenues will be distributed. The Town administration shall estimate the total



cost of the proposed event in terms of expenditures, costs, lost revenues where applicable and projected revenues when anticipated.

The Town Commission's approval to act as sponsor or co-sponsor of the event shall include a provision stating the source of funds that the Town will use, if any in support of the sponsorship.

(Ord. No. 378, § 7, 7-9-96)

Sec. 17-108--17-110. Reserved.